

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-9-053

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH Program Delivery/Infrastructure Delivery/Construction Packages Section	LOCATION Fresno
WORKING TITLE Transportation Engineer	POSITION NUMBER 311-001-3135-006	EFFECTIVE DATE 12/18/18

GENERAL STATEMENT:

Under the direction of the California High-Speed Rail Authority's (Authority) Supervising Transportation Engineer (Deputy Contract Manager) for Construction Packages and the Project and Construction Management (PCM) contract, the Transportation Engineer (incumbent) performs a wide variety of professional engineering work in either an office or field setting. The incumbent is responsible for overseeing portions of the design and construction for the complex Construction Package megaproject, including overseeing the efficient design and construction by the Design Build (DB) contractor of a quality facility within the project's cost, scope and schedule. The incumbent will also provide oversight of the work of the PCM consultant, the Rail Delivery Partner (RDP), and various contracts. The incumbent assists the Deputy Contract Manager in representing the Authority at meetings and prepares correspondence and reports.

The incumbent must have knowledge of basic principles contract management and administration of engineering contracts; transportation facility planning and design principles. The position requires excellent communication and negotiating skills, both written and oral, and the ability to work cooperatively and speak knowledgeably with stakeholders, other governmental agencies and individual citizens.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

- 40% (E)
- Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).
 - Contract administration duties include the reviews documents such as submittals, requests for information, change orders, invoicing & payments and correspondence; selects and/or uses computer-based processes to compile contract data; develops or assists in the development or maintenance of transportation-related state-of-the-art computer programs and procedures; makes or revises charts and diagrams; uses contract

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management systems to budget personnel and set milestones for consultants.

- 30% (E)
 - Provides oversight of the work of various consultants to ensure compliance with assigned work duties; document contract performance, takes corrective action when appropriate; reviews or assists with developing proposals and various contract and project documents prepared by others; confers with consultants regarding contract compliance.
- 30% (E)
 - Produces meeting minutes, maintains project and contract files, attends training, special reviews, handles telephone inquiries, attends public workshops, develops other staff, attends staff meetings and interprets new project requirements; prepares and presents information to the public about all types of transportation engineering matters.

KNOWLEDGE AND ABILITIES:

Knowledge of: Basic principles of physics, chemistry, and mathematics as applied to civil engineering; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; engineering economics.

Ability to: Do simple mapping and drafting and make neat and accurate computations and engineering notes; prepare reports; establish and maintain friendly and cooperative relations with those contacted in the course of the work; communicate effectively.

DESIRABLE QUALIFICATIONS:

- Excellent communication and negotiating skills, both written and oral
- Knowledge of engineering surveying, materials, testing, tools, and equipment used in construction and maintenance of transportation facilities.
- Ability to analyze and develop effective solutions for difficult and technical problems relating to high speed rail projects.
- Knowledge and ability to perform office applications, word processing, spreadsheets, presentations, take minutes at meetings and prepare meeting calendars.
- Demonstrated ability to do mapping and drafting maps, charts and diagrams of transportation systems
- Demonstrated ability to understand construction plans and specifications of transportation systems
- Demonstrated ability to manage a budget and transportation project.
- Demonstrated ability to manage a contract.

SUPERVISION EXERCISED OVER OTHERS:

No direct supervisory responsibility; however, incumbent may act as a lead in certain assigned tasks.

PUBLIC AND INTERNAL CONTACTS:

The incumbent maintains a close working relationship with counterparts at the Authority. The incumbent represents the Authority in meetings and dealings with federal, state, regional and local agencies, elected officials and the public. Meets with civic groups and other interested parties to discuss and resolve controversial construction projects and to coordinate work with the various jurisdictions.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Incumbent is responsible for the timely and efficient delivery and completion of projects and services that provide maximum benefits to the traveling public and in accordance with federal, state and local mandates. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions. Failure to meet delivery and budget commitments, as prescribed by federal, state and local agencies, could result in loss of funding and damage to the Authority's credibility. It could further lead to conditions that endanger the traveling public and increase liability against the Authority.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

Sustained mental activity needed for problem solving, analysis and reasoning. Must be able to communicate orally and in writing in a clear and concise manner. Must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations.

WORK ENVIRONMENT:

The duties are typically performed in a climate controlled office working under artificial lighting. The office setting is a mixture of modular workstations and private offices housing professional, technical and clerical staff. At times the incumbent may be exposed to extreme and inclement weather and walking on uneven terrain when on a construction job site. Frequent travel is required. This position requires medical clearance for new to State or returning to State employees prior to being hired.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
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**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-9-064

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH Program Delivery/Infrastructure Delivery/Construction Packages Section	LOCATION Selma
WORKING TITLE Transportation Engineer	POSITION NUMBER 311-001-3135-xxx	EFFECTIVE DATE 12/18/18

GENERAL STATEMENT:

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TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

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| 40% (E) | <ul style="list-style-type: none">• Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).• Contract administration duties include the reviews documents such as submittals, requests for information, change orders, invoicing & payments and correspondence; selects and/or uses computer-based processes to compile contract data; develops or assists in the development or maintenance of transportation-related state-of-the-art computer programs and procedures; makes or revises charts and diagrams; uses contract |
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